

# The Ohio Archivist

Vol. 21 No. 2 • Fall 1990

## Lake Erie archivists to meet in Windsor, Canada

The Society of Ohio Archivists' fall meeting will be held jointly with the Southwestern Ontario Archivists Association and the Michigan Archival Association in Windsor, Ontario, September 13-15 at the Windsor Hilton Hotel. The meeting has been dubbed the "Lake Erie Archivists Conference" and is the first of what is hoped will be many joint ventures between the three groups.

About 100 archivists are expected to attend the meeting in the new high-rise hotel that looks out over the Detroit skyline. In addition to meeting with colleagues from two nations, many special events are planned to make this a conference not to be missed.

The plenary address speaker will be Ian Wilson, Archivist of Ontario. He will give an overview of the conference theme, "What the 21st Century Holds for Archives and Archivists." This will be a unique opportunity for Ohio archivists to hear what is happening in the archival world to the north, which will perhaps give us a different perspective on our own area.

Other speakers include the Mayor of Windsor and David Silcox, Deputy Minister of the Ontario Ministry of Culture and Communication. The luncheon speaker is Dr. Philip Mason, Director of the Wayne State University Archives of Labor and Urban Affairs and one of the deans of American archives.

Special events include an opening night reception in the hotel ballroom and



a Friday night dance cruise on a river boat down the Detroit River at dusk.

Saturday's program will be devoted to tours and workshops. Tours are scheduled for archives in the Detroit and Ann Arbor areas. These tours include the Reuther Archives at Wayne State and the Bentley and Clements Libraries at the University of Michigan. Workshops will be offered on automated descriptive standards, the ARGUS photograph cataloging system in place at Greenfield

Village in Dearborn, and basic conservation.

The cost of registration is \$35 Canadian and includes Friday lunch, the reception and river boat cruise, and the choice of one tour or workshop. Checks or money orders in American funds will be accepted. You can find out the current exchange rate by calling your bank. A special \$15 spouse registration rate has been established which includes the Thursday reception and the Friday night boat cruise. Spouse registrations must be accompanied by a full-rate registration. This rate does not include the Friday lunch.

To make reservations, send your check or money order to Mark Walsh, Windsor Municipal Archives, Windsor Public Library, 850 Ouellette Avenue, Windsor, Ontario, Canada, N9A 4M9. If you have questions call 519/255-6782. Lunch cannot be guaranteed for walk-in registrants, so it is advised that you register in advance. All advance registrants will receive a program and map by mail.

Rooms at the Hilton Hotel are available at a very reasonable \$69 Canadian per night (which is less in American dollars). Reservations should be made immediately by calling the hotel directly at 519/973-5555. Be sure to request the Lake Erie Archivists Conference rate.

If you would like to receive a copy of the conference program, call Barbara Floyd at 419/537-2170.



# On the state of archival automation in Ohio

In spring 1990, Dorothy Smith and Anne Gilliland conducted a brief informal survey of the state of archival automation in 20 institutions in Ohio<sup>1</sup>. The reason for the survey was to elicit more current data on automation than that collected in the 1988 Society of American Archivists' survey. This data could then be used as a planning tool for the Society of Ohio Archivists (SOA) when refining its professional role and developing new offerings. It could also facilitate and encourage the dissemination of information on new developments within repositories through the *Ohio Archivist*, as well as locate Ohio

archivists with expertise and experience in particular aspects of archival automation.

The institutions surveyed were chosen because they represented some of the major archival repositories and educational institutions in the state and were therefore most likely to be involved in significant automation of archival activities. This survey was conducted by telephone in order to ensure a 100 percent response as well as currency and accuracy of information. In this way, if there were any confusion, technical aspects of questions could be clarified, and logical follow-up questions posed to respondents.

The questions asked and responses received are summarized below.

## **Are you using computer automation for any archival functions? If not, why not?**

Of the 20 respondents, three reported that they were not using computers at all, and another four were using microcomputers only for word processing activities. This mainly reflected a lack of institutional commitment to the archives, both in terms of status and financial support, rather than an unwillingness on the part of archives staff to automate. This was particularly the case in institutions that

## **PRESIDENT'S COLUMN**

### ***Some thoughts to guide SOA in 1990-1991***

In the past twelve months, SOA has increased its membership by approximately 60 percent, and our treasury is again in a healthy state. Given the achievement of these very basic goals, the question becomes "What do we do next?" First and foremost, we must continue to emphasize those aspects of our program which have been successful. The current total membership of SOA is 177 individual and institutional members. Thirty-two of these members resulted from a successful membership drive instituted in January. In the forthcoming year, I anticipate that SOA membership will exceed two hundred members for the first time in years.

The increasingly attractive and successful programming which SOA has presented must be continued. I encourage each of you to attend the fall meeting, which is unique in the history of SOA and which will be an unparalleled opportunity to meet with colleagues from Michigan and Canada. The workshops and tours are worth the trip alone. For those SOA members who have never visited the Burton Historical Collection or the archives of Greenfield Village and the Henry Ford Museum in Detroit or the Bentley and Clements libraries in Ann Arbor, the fall meeting will be the perfect opportunity to visit these and other institutions.

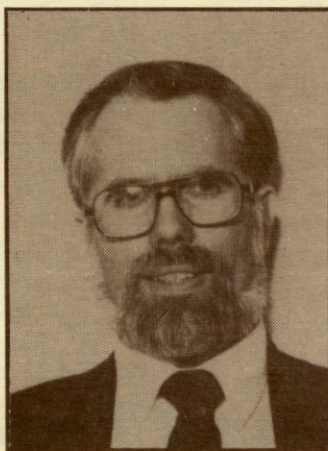
Next spring, I would like to see the recent SOA practice of presenting specialized workshops expanded. These

workshops can be offered in two formats: the introductory workshops which we have offered at the last two spring meetings, or more advanced workshops to be aimed at experienced archivists.

The former have dealt with basic concepts and methods of paper conservation and the handling of photographs and are directed toward our own less experienced members and at non-archivists who work in settings which require that they administer archival materials.

The latter should be aimed at more experienced archivists and would address the need for all archivists continually to update and increase their skills. Anne Gilliland and Dorothy Smith have identified a definite need for workshops dealing with computers in archives. Other areas in which we should consider offering advanced workshops include management techniques, the MARC format, legal issues in archives and new communication and information technologies. Both types of workshops should be offered at

minimal cost in order to conform to SOA's mission of providing low-cost continuing education and to offer our members an alternative to the more expensive workshops available nationally. With such programs as these workshops SOA can accomplish what larger organizations cannot do for Ohio's archivists.



**Dennis Harrison**

Dennis Harrison, President



are only beginning to automate their library functions. Some of these programs also lack a full-time archivist.

**Are you using the MARC AMC format to describe your collections? If so, which automated system are you using?**

Although it is possible to use the MARC AMC format in a manual environment, and one archives is currently doing this, eight of the 20 institutions questioned use the MARC AMC format in conjunction with an automated system to describe some portion of their collections. Three other institutions indicated definite plans to begin converting descriptive records onto an automated system that supports this format in the near future. For those repositories using a bibliographic utility, OCLC (On-line Computer Library Center) was the unanimous choice, mainly because this is the utility to which their parent institutions already subscribe for library functions. One university archives subscribes to RLIN for reference and research searching, but not for uploading its records.

Of the eight respondents who presently use the AMC format in an automated setting, five have catalogued all or a major portion of their manuscript holdings and loaded these onto their on-line public access catalog (OPAC) and/or OCLC. Two universities utilize the AMC format to describe university archives holdings and to enter these descriptive records onto both their OPAC and OCLC. In addition to manuscripts, one institution is now entering local government records into these wider networks. Two university archives are using MicroMARC:amc to describe manuscript and archival collections using in-house microcomputers. Six of the eight institutions are creating their own MARC records, while two reported "sending them out" to the cataloging departments of their libraries.

**Describe your microcomputer applications and the commercial software packages you use.**

Of the 17 respondents who use computers in their archives, all employ word processing for correspondence, reports, and routine clerical jobs. Sixteen of the 17 also create their inventories and other finding aids using word processing. The overwhelming choice of software was WordPerfect, which is used by fourteen institutions. Other packages mentioned

were Microsoft Word, NotaBene, DisplayWrite, and VolksWriter. One institution described an application using VolksWriter to produce a detailed box listing of university records in combination with a text searching package, GOfer, to locate specific items. Another repository has used Microsoft Word to publish guides to its manuscript, newspaper, local government records, and microfilm collections.

Thirteen institutions are using data base management systems (GOfer) for a wide range of archival applications, including: maintaining accession registers; indexing photograph, video, art, oversize, and newspaper collections; tracking microfilm production; creating abstracts and indexes for local government records, including naturalizations and wills; maintaining patron records and user statistics; indexing major manuscript collections; producing shelf location lists for collections; tracking and scheduling active university records as part of a records management program; maintaining archival authority files; and creating subject bibliographies.

As might be expected, the software packages selected for data base management showed more diversity than those used for word processing, and some institutions use more than one DBMS. PC FILE is the most popular package and is used by five repositories. dBASE III+ and IV, FoxBase, Condor, Progress, GoldenGate (an integrated package), and Notebook (a DBMS supporting variable length fields), however, are also employed for the above applications.

Other microcomputer applications mentioned by respondents include indexing board minutes, publications, and policies with CINDEX and ZylIndex software; and the use of ProCite, a bibliographic package, to create bibliographic guides to special collections or subject areas and to track conservation requirements for archival holdings. One university archives is converting the local student newspaper into an electronic format using a digital scanner and is currently evaluating appropriate text-searching software. Two repositories use MARCON, a specialized archival package, for indexing and maintaining collection inventories and a thesaurus of local descriptors.

Finally, three universities employ institutional mainframes to index or maintain

other finding aids for key administrative record series.

**When and how have you received your training and the expertise to develop and maintain your automated systems?**

Eight repositories reported relying on hardware and software training and support facilities available from college and university computing centers. Nine repositories reported that expertise for the actual archival applications was from in-house staff or learned "on-the-job." Archives staff in two repositories had attended Midwest Archives Conference (MAC) workshops on automation, and in six repositories, staff had attended Society of American Archivists (SAA) workshops on the MARC AMC format. Many respondents commented that these workshops were overly expensive, too long, oversubscribed, or involved travelling too far to be readily accessible, particularly for repositories wishing to train several support staff members. Archives and historical collections with the most advanced automated systems, however, tended to be those who have made use of all these available resources for training and expertise.

**Have you received or applied for any grant-funded support for archival automation projects?**

Two of the historical societies surveyed reported receiving some grant support for automation activities: the Ohio Historical Society used part of a grant from the National Endowment for the Humanities for the entry of bibliographic records from the Ohio Newspaper Project onto OCLC, and the Western Reserve Historical Society received grants from the George Gund and Cleveland Foundations to process and catalog its manuscript backlog. One university archives has received some support from local business interests, and three others are developing grant proposals for automation projects relating to MARC AMC retrospective conversion and institutional mainframe computer records.

**What are your future plans for archival automation?**

Almost all respondents expressed a desire to use data base management and word processing software to improve intellectual and physical access to archival collections through the development of



more effective finding aids. Six were specifically interested in developing an in-house microcomputer archival data base using MicroMARC:amc, Minaret, or MARCON software. Seven hope to tie in with a local or regional library bibliographic network or on-line public access catalog. Six are planning to upload records onto OCLC, and five are looking at the potential of the proposed OHIOLINK<sup>2</sup> project. Four repositories wished to increase their use of electronic mail for reference and scholarly and professional communication. Four plan to automate records management functions, and four to become more involved with electronic archival records and institutional mainframe systems.

### What sort of workshops would it be useful for SOA to offer or facilitate?

Eleven respondents expressed a desire for training in MARC AMC to be made available in Ohio. Five were interested in a workshop on planning for automation and software selection. Four asked for a workshop on using a data base management package, for example, to establish a data base for records retention scheduling. Four asked for a workshop on potential microcomputer applications in archives. Other workshops also suggested by individual respondents were local area networks, management issues in automation, and advanced automation topics.

### Conclusions

From the variety of projects with which respondents are involved, it is evident that automation has greatly increased the scope of archival activities and has consequently enhanced access to collections. The survey revealed, however, a distinct lack of standardized or coordinated automation efforts among those archival repositories in an advanced state of automation, many of whom are using widely varying techniques to effect similar functions. Several of the surveyed archives are barely, if at all, automated, and would benefit from professional assistance in the planning and implementation aspects of automation. Almost all the surveyed institutions reported that archival automation, even when using the accepted library and archival standard of the MARC AMC format, was a low priority for those responsible for

developing wider library bibliographic systems, many of whom are also insisting that AMC records be entered and verified, not by the archivists, but by library catalogers. Archives wishing to become more integrated with library systems, therefore, are having to wait until those systems are ready for them. Because of this, many archives are interested in developing compatible in-house microcomputer systems such as MicroMARC:amc and Minaret in the interim.

From the responses to the survey, there would appear to be much room for the Society of Ohio Archivists to offer educational opportunities which would

capitalize on local expertise and experience and which would perhaps even bring in experts from outside the state. It is also important that SOA establish a mechanism for disseminating information on recent automation developments throughout Ohio archival repositories.

The authors would be happy to share the data that they have collected with interested individuals or repositories.

Anne Gilliland  
University of Cincinnati

Dorothy Smith  
Wright State University

<sup>1</sup> The institutions surveyed were: Antioch College, Bowling Green State University, Case Western Reserve University, the Cincinnati Historical Society, the Cleveland Clinic, Cleveland State University, Denison University, Hebrew Union College, Kent State University, Miami University, Oberlin College, the Ohio Historical Society, Ohio State University, Ohio University, the University of Akron, the University of Cincinnati, the University of Dayton, the University of Toledo, the

Western Reserve Historical Society, and Wright State University.

<sup>2</sup> OHIOLINK (formerly known as OLIS) is the proposed statewide library and information system which will be used for the location, retrieval, and delivery of printed, manuscript, and electronic information held by participating Ohio institutions. A central mainframe computer will be linked through Ohio's high-speed supercomputer network, DARnet, to university mainframes.

## Documenting the urban landscape

Cincinnati's abandoned subway system is that city's great white elephant. When construction in the old Miami-Erie Canal bed began in 1920, the plan was for a rapid transit system of more than 15 miles of subway, track and tunnel to carry commuting workers from the suburbs to the city's basin. Expectations were better than execution, however, and the project failed. By 1926, cost overruns, engineering gaffes, mismanagement and a large shift to private automobiles had doomed the system and construction was terminated. Most of the subway was filled in and paved over, becoming Central Parkway.

Some of the entrances are still there, barred by heavy, medieval-looking iron gates visible to drivers on I-75 south through Cincinnati. A few of the tunnels themselves exist. Ideas for using them have ranged from Civil Defense storage and mushroom farming to movie sets, and, currently, wind tunnel experiments. The tunnels, however, are more than a

curious curve in Cincinnati's history. Together, the abandoned subway and the archival collection which documents every phase of its existence are a microcosm of urban studies, a landscape formed by the politics, economics and social ways of its inhabitants.

This landscape certainly isn't unique to Cincinnati. Every major city undergoes the same processes of urban development and change, whether they involve the physical infrastructure of bridges, sewers and street lighting or cultural amenities and housing programs. In the Archives and Rare Books Department at the University of Cincinnati, there is a concerted effort to integrate all elements of the municipal design to aid students and scholars in understanding the urban environment.

Two collecting areas in particular are central to this effort: the Urban Studies Collection and the Ohio Network Collection (the latter being the Department's name for the records



gathered under the auspices of the Ohio Historical Society's Local Government Records Program).

The Urban Studies Collection documents the American metropolis in the 20th century, using Cincinnati as a case study. Despite the subway debacle, the city of Cincinnati developed a master plan early on (1925), refined this plan in 1948, and up to this time has utilized the principles of the '48 plan in its stages of urban redesign and renewal. In the Urban Studies Collection are urban planning archives, such as the Alfred Bettman Papers and the Ladislav Segoe Collection, which show these developments. (Both Bettman and Segoe had long-reaching effects on the development of other American cities besides Cincinnati).

There are also records from the Better Housing League, the Contemporary Arts Center, social agencies like the Metropolitan Area Religious Coalition, the Cincinnati chapter of the American Civil Liberties Union and councilmen's papers. There are even baseball materials on such aspects as the neighborhood ball parks of Palace of the Fans and Crosley Field and the construction of the multi-purpose Riverfront Stadium. In other words, there are several score of collections—in fact, a broad landscape documentation of the city.

The Ohio Network Collection shows the government side of the urban world—



*The maze of urban development in Cincinnati, 1920s*

the City Planning Commission, the Rapid Transit Commission, the Law Department, County Commission minutes, neighborhood studies, platbooks, etc.

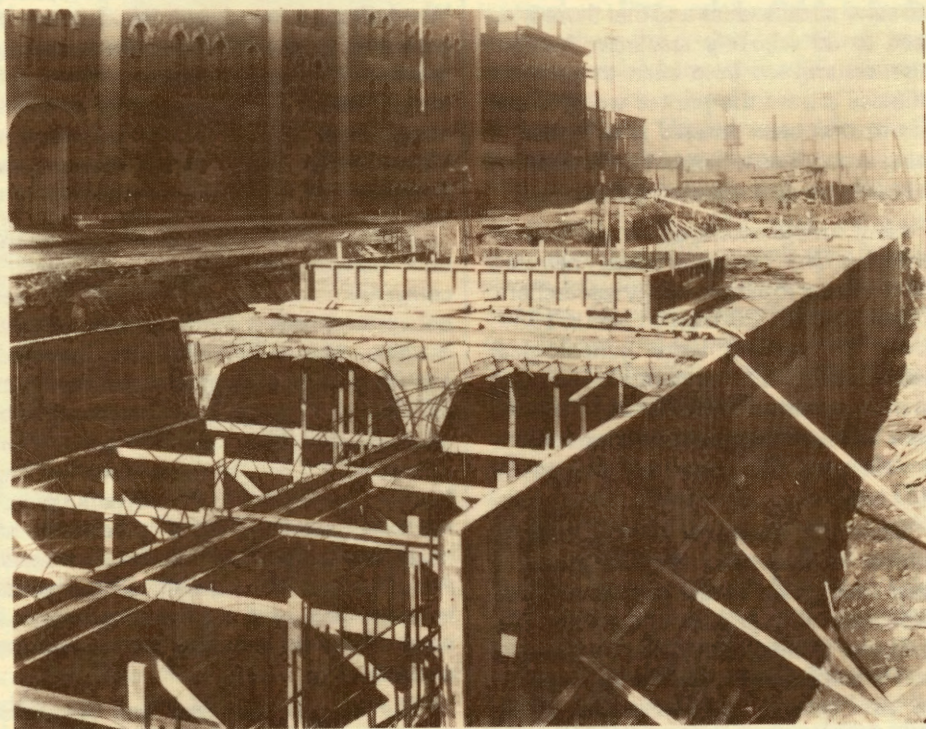
The archivist's job, then, is one of synthesis, which of course is the nature of the profession. How best to do this, however, is another matter.

For undergraduate term papers and class presentations, the task must typically

be done quickly with a minimum of original source material. For public researchers, graduate students, faculty and visiting scholars, an in-depth analysis of the topic or problem is required, along with a maximum number of primary sources.

The archivist has to understand the dynamics of the city to know that political decisions influenced by social action will cause an economic ripple in the urban pool, which spreads in turn to neighboring cities and suburban areas. An example in point is the recent exhibit of Robert Mapplethorpe photographs at Cincinnati's Contemporary Arts Center. The protests against the exhibition prodded legal prosecution but spurred attendance to an all-time high for the gallery. Adverse publicity caused a drop in annual giving in one quarter; favorable publicity increased giving in another. Politicians and law enforcement personnel adopted various stances, and some organizations cancelled plans to hold their meetings in Cincinnati, thus affecting income from the convention and visitor trade. All in all, it was a blurry, seesaw ride of urban action.

This example can be extended to topics such as office space development, city tax dollars spent downtown rather than in neighborhoods, or relocation of jail sites, art centers and waste dumps.



*Construction of Cincinnati's subway tunnel, 1920*

■ Turn to URBAN, p. 6



# SOA MEETING REPORTS

## April 5-6, 1990: Ohio Historical Society, Columbus

### SESSION: Archivists and Genealogists: a Dialogue

**SPEAKERS:** Julie Overton, Greene County District Library (past President, Ohio Genealogical Society); Gary Arnold, Ohio Historical Society.

Julie Overton's remarks centered around the history of genealogy in this country; computer applications in genealogy; and problems with automation.

Genealogy started to become a national occupation as early as 1890, when the Daughters of the American Revolution was established; this was a typical early

organization, concerned with patriotic ancestry and unsophisticated in research methods.

The history of genealogy is that of growing awareness of good historical methods and increasing use of original sources, especially after World War II. Now, as well as amateurs, there are considerable numbers of accomplished researchers, often belonging to organizations such as the OGS, now in its 30th year.

Automation was first introduced in this field to index the U.S. censuses. The IGI or International Genealogical Index is another computer-generated aid used by most researchers. These reference tools were in place for many years before individual genealogists began acquiring their own PCs and software programs such as the LDS' Personal Ancestry File or Roots III. Some genealogical libraries have computers for patrons' use. Now computer bulletin boards are common (e.g., the Genealogical Bulletin Board, based in Dayton). Another computer-aided device much used is the FAX machine.

Problems with computer use include the fact that many amateur genealogists are not prosperous enough to have their own home computers and will be left behind. Also, they assume the computer will solve all difficulties and that there is no need to do scholarly research. Another false assumption (also seen in people's attitudes toward the printed word) is that information once entered is incapable of being wrong; then without critical evaluation, mistakes are disseminated widely.

Gary Arnold described various ways in which the Ohio Historical Society has used the computer to aid genealogy researchers. (Out of OHS' 11,200 researchers in 1989, about 75 percent were genealogical researchers.) OCLC, into which information on most published items has been entered since 1979, includes manuscript collections as well, and OCLC tapes are also on the LCS system.

Since the advent of OCLC, a large number of computer applications have been used, such as the *Guide to Ohio Newspapers*, published in the form of a computer printout. At OHS, patrons got used to the printouts, and the old newspaper card catalog was abandoned. While there is no terminal for public searching at OHS, Word Perfect is used for correspon-

dence and for information sheets on OHS holdings, which can be sent out with letters. The NOTEBOOK program is also used. FAXing is the wave of the future; OHS is presently drafting a FAX policy and did a survey of 32 institutions, of which only two presently have a FAX policy. In the Reference Dept. at OHS, the FAX machines are used only for internal work. Some problems are foreseen; for example, there is already a large backlog of correspondence, and it would be very unfair to use FAX to answer new requests when others have been waiting several months for a written reply.

Several factors to consider when selecting computer applications are: 1) the increasing use of volunteers, who need to be able to use the computer; 2) genealogists should be asked for suggestions, because "they may have sources you don't have"; 3) if equipment is needed, the patrons are your strongest lobby—genealogists are numerous and powerful enough to pressure the people who control resources.

Mr. Arnold mentioned the Ohio census index projects being coordinated by OHS—the 1880 re-index and a proposed index for the 1870 census, which has never been done.

Questions concerned various topics. The IGI was discussed (\$5600 for a complete set of fiche), including the fact that OHS, using Word Perfect, produced the first set of guidelines for users. One can never assume that the IGI is complete—some parts included in the 1984 edition were omitted in 1988; some counties in northern and western Ohio were left out; and some records were lost years ago in courthouse fires.

Another question was "whether we should have modems and get into bulletin boards"; computer viruses were mentioned. Viruses are a problem only if one downloads software. Such services as FREENET (in Cleveland) and PRODIGY were mentioned, as well as GENIE, for the genealogical interest group. COMPUSERVE has 500,000 members at this time. Ms. Overton pointed out that "the book still has to be written on copyright of electronic services," so it is better to be cautious at this point about what one enters. As to "fair use," the number of copies made is measurable, and a printout of requests received shows how many times people use a certain item.

The struggle for time and resources between amateur genealogists and scholarly researchers is a problem. OHS limits

### ■ URBAN

The urban archivist must be an activist and, in this age, use automated finding aids to produce topical search results, if not on demand, at least in a short time. These topical searches must by necessity combine sources that on the surface seem diverse but in function reflect the gamut of urban action. Based on what archival materials are already included in the collections, acquisitions must be made now in the community which will reap research benefits when urban processes become clear over time.

Simply stated, this is difficult to accomplish given the ever-familiar constraints of time, staff, and budget. To understand an abandoned subway, one has to also understand neighborhood activism. To comprehend the needs of the neighborhoods requires understanding of economic development.

Subway tunnels can survive decades, but for an archivist to know why they are there and what use they may have in the future necessitates an integrated perception of urban archives. The paroxysms of urban life provide the key to documenting the urban landscape.

Kevin Grace  
Archives and Rare Books  
Department  
University of Cincinnati



the time the patron can use a microfilm machine, but there are not enough staff people to enforce a sign-up sheet. There are time limits for search time on mail requests (20 minutes at OHS); this means that in general one can only search indexed material. At the Western Reserve Historical Society the Genealogical Committee has set up its own system for use of materials, and its volunteers do keep a sign-up sheet for machines.

PCs are not yet generally available in libraries, although more genealogists are bringing laptop computers into the reading room; this makes an adequate number of electrical outlets a concern.

Also mentioned were the heavy use of CD ROM and the need for backing up computer files and for surge suppressors to guard against electrical irregularities.

## SESSION: An Overview of the Ohio Newspaper Project

PANEL: Marjorie Haberman, Ohio Historical Society; Olivia Piper and Kathleen McGiffin, Ohio Newspaper Project; Paul Peterson, Professor of Journalism, Ohio State University.

Marge Haberman presented the history of the Ohio Newspaper Project, the Ohio section of the U.S. Newspaper Project, originally sponsored by the NHPRC and the Library of Congress. As long ago as 1969, the Organization of American Historians proposed a grant to update Winifred Gregory's reference work on U.S. newspapers covering the years 1821 through 1936. The OAH and the Library of Congress funded a pilot project in Iowa in 1977; out of this came the first manual for cataloging newspapers, as well as a number of previously unrecorded titles. In 1981 NHPRC, LC and OCLC joined to use CONSER, and in 1984 the National Endowment for the Humanities and LC formalized cooperation.

Meanwhile, in 1982, a plan for the core data base of newspapers was formulated, and the work was divided among several major repositories. The American Antiquarian Society, the Center for Research Libraries in Chicago, the Kansas State Historical Society, the New York Historical Society, the Wisconsin Historical Society, and the Western Reserve Historical Society were funded by the USNP, while the Library of Congress and the New York State Library were funded through other means. Rutgers and the New York Public Library were added later. Over \$15.5 million was available. The proposal for an Ohio program was finally accepted in 1986, after two

years of rejections. (Ms. Haberman gave a long and amusing history of the vicissitudes of getting approved.) A Project Advisory Committee was set up, and 352 repositories with holdings, along with 142 newspaper offices, were targeted. The plan was to start canvassing the larger repositories first to build up a data base and then fill in with the hard-to-find items from small locations. Steve Gutgesell's newspaper guide, which began with newspapers from 1790, was used as a starting point. In 1987 the work actually began.

Phase I (bibliographic and local data records) was completed by November 1988; the Phase II proposal went to NEH at that time and gained approval in May of 1989. Although projections are difficult because unexpected sources frequently turn up, 1994 is an estimated ending date, including two years for microfilming.

Olivia Piper described the actual work of the project. This began with background studies at OHS before going on the road: 1) reading county histories; 2) searching reference books concerning the sites to be visited. These works included: the *Gale Directory of Publications*, the *American Library Directory*, the *Directory of Ohio Libraries*, and OHS' own *Directory of Genealogical Societies*. 3) Letters went out to holders of newspaper titles to be included in the project, and press releases were sent to local newspapers advertising for titles needed. These wish lists covered newspapers known to have been printed in the local area, but which had not been found or were incomplete. Press releases also indicated locales where the project had already been active, to establish it as a bona fide program. Forms were also printed up (e.g., "Loan for duplication" and "Printed material donation"). 4) Actual site visits were made.

Statistically, through March of 1990, the project located 442 newly cataloged newspaper titles, 274 completions of material already held, visited 67 libraries, 50 historical societies, 60 newspaper offices, numerous courthouses, and 13 private citizens holding back newspaper files. There were 560 new titles in the whole project.

Kathleen McGiffin described the work on the road. The participants traveled three days a week, three weeks a month. They started with a set itinerary, but always added additional sites to visit, such as private homes. The necessary equipment included Ford Escorts, flashlights, microfilm readers, lab coats, brooms and dustpans. In most places, microfilm of newspaper volumes was all right, but the original newspaper files themselves were in terrible shape, often being housed in attics, basements, and

garages. In smaller places, because of space constraints, they were usually not in the current office building.

Interesting sites included the Brumbach Library in Van Wert, the first county library in the nation. In Colgate, Ohio, the team passed up the library five times before they located it next to the town bar. An amusing sign that Kathleen remembered was: "Welcome to Wayne. Population 948 nice people and one sourhead. It's David Alexander. 1988."

Questions and answers after this part of the session covered the means of locating private citizens with newspaper holdings (local press releases); comments on the varying quality of OCLC newspaper records (one goal was to update the bibliographic records); and the source of funds for the microfilming of records (50 percent share from the State of Ohio).

Paul Peterson spoke on newspapers as a source in research. There is no substitute for seeing and feeling original documents. Newspapers are the one source we have for events in a certain place at a particular time. They show events from the personal points of view of the journalists and are thus often better than impersonal official sources; naturally, they prevaricate as well. Dr. Peterson noted the example of Melville E. Stone, who took over Associated Press in 1893 and retired in 1921. He wrote a memoir entitled *Fifty Years of Journalism*, in which he stated that he founded the *Chicago Daily News* in 1874 and went on with other details. Every part of his statement was false—the dates, the circumstances, and everything else. This is tangential to a major problem with newspapers—"personal journalism," as in the case of William Randolph Hearst, who forced editors to print what he wanted. He even made them redo AP stories to fit his views; and his sports editor had to be in the city where the University of Minnesota was playing.

Dr. Peterson gave examples of some interesting Ohio newspapers. There were political campaign papers, such as *The Ohio Coon Catcher*, which existed for only three months during the 1844 Presidential campaign. Reporting was exciting and could be dangerous; reporter Etherington, a 19-year-old writer from Cleveland who went to Newark in 1910, became involved in arrests for illegal liquor production, and ended up getting lynched. Much of what appears in newspapers can be very revealing of the times, such as 1954 reporting on the Brown vs. Topeka Board of Education court case, and indeed the advertising section of any newspaper.



## SESSION: Automated Finding Aids in Archives

**SPEAKERS:** Marion Matters, Minnesota Historical Society; Alice Cornell, University of Cincinnati; John Brannick, Wright State University; Jill Tatem, Case Western Reserve University; Kathleen Spray, American Jewish Archives.

Ms. Matters was the head of the SAA Automation and Information Program and began by saying that in SAA's 1987 survey of automation, 90 percent of the respondents used the computer in description and over 50 percent used it in retrieval of information. The most common question was, "I want to automate my finding aids—what hardware and software should I use?"

In order to answer this question it is necessary to ask other questions, since the variety of hardware and software available and the varying needs of different institutions make it quite impossible to give an easy answer. The necessary questions are the following:

- 1) Who will use the system (archivists, the public, only the person doing the description)?
- 2) Where will it be used (in the archives, in an outside network)
- 3) Will it be capable of updating or is it once-and-for-all?
- 4) What are the uses?
- 5) What is the level of expertise of the users?
- 6) Will it be used for one or many collections?
- 7) What kinds of finding aids are to be automated (catalog with citations, list, inventory, full text)?
- 8) What is the present form of the information? Is it available in machine-readable form?
- 9) How much and what sort of effort can be committed to this project?
- 10) What kind of alliances does the archives have? For example, is it in a university and linked to a library system run by in-house programmers?
- 11) What are the constraints of time and funding on the project? Is there existing hardware that has to be used?

Planning is a continual process, and Ms. Matters gave some suggestions on where to find help. She also warned listeners that there is a catch: archives-specific software is rare and not always appropriate, so some searching is usually in order. She suggested the following:

*Managing Your Information: How to Design a Textual Database on Your PC* (This book is DOS-oriented, and therefore useful chiefly to people with IBM or compatible hardware. It also includes reviews.)

*Library Trends*—Winter 1988 issue (edited by our own Anne Gilliland)

In the library field, *Library Hi-Tech* and *Library News* are also good. One should always check the museum literature as well, including the following:

*Archives and Museum Informatics* (published quarterly—information on current software)

*Spectra* (quarterly newsletter of the Museum Computer Network)

Ms. Matters went on to discuss the main features of an automated finding aid and to make comments about each feature: a) the structure of the text; b) access points; c) the connectors needed to make a system out of a group of discrete pieces; and d) user interaction with the system.

a) In hard-copy finding aids, the **structure of the text** helps us to locate information quickly; for example, if the information is presented in the form of a chart with several columns, we can find something like a date easily—just look in the "date" column. Indentation is easily interpreted to give a hierarchy to entries.

In a computer system, this structure is different, especially since it is fluid—a "page" can be reconfigured any way we like it, and we can call up specific information and exclude the rest. However, **types** of information, while easy for people to discern, are difficult for the computer unless there are markers to show them plainly. Therefore, we need the SGML, APP and MARC standards for marking text. The larger the text file, the more the usual kind of headings breaks down. Structure can be shorthand for ideas normally in narrative form, just as looking at a map is quicker than following verbal directions. The structure of the text is what tells us where to search, and good structure can therefore make our research faster and more precise.

b) An **access point** is any "door" to get inside a finding aid. A "door" could be the archivist; it could be a catalog card; or in a computer system, it could be any word in a file. Traditionally, full-text finding aids have been geared to specific disciplines, and users therefore need the proper vocabulary. Now, however, with general-use public access systems, the user needs only to "hit the side of a barn" with an topic; the first inquiry gets one

into the general area, and then some sort of browsing is necessary to get the specific answer. Most access is still verbal, not graphic, and so the system has to understand **words**. Then there are two choices: 1) "index the hell out of everything" or 2) use thesauri and link the user's vocabulary to that of the system in a way transparent to the user. The first alternative is cumbersome; packing in a lot of words is not effective and it is easy to forget broader and narrower terms, and to be irregular (not permissible, of course, when dealing with machines). The more one indexes, the better the indexing gets.

Software can deal with structure and access in several ways. We have proximity searching, ways to deal with misspellings (e.g., the Soundex system used in census indexes), context-oriented display (showing broader and narrower terms); there are "zones" (like fields) in a program. In the newer library on-line catalogs for public access, there are some interesting features: graphic representations of Boolean searches; "intelligent" displays (short displays of books and pamphlets); personal bibliographies which can be compiled; and graphic shelf browsing, where the cursor goes along the "shelf" as bibliographic information for each item appears on the screen.

3) **Connections** require standardization; there are international standards for this. The OSI Reference Model and MARC are examples of **data representation standards**.

4) **User interaction** refers to letting users help to manage the information. They can make corrections, add information, or register complaints. They should be able to leave notes on line for the next person without too much difficulty. Now it is possible to "ERF somebody" (send an error report form), but few people do because it is so tedious. It should be possible to send a note through the system to the owner of the record. The system could even generate its own use statistics.

Specific applications in individual repositories were discussed by the other participants.

**UNIVERSITY OF CINCINNATI.** Alice Cornell of the Archives and Rare Books Dept. explained that her institution had two special collections: the government records of the Ohio Network Collection and the Urban Studies Collection of material pertaining to Cincinnati. She uses two PCs, one with a 10Mb hard disk and other using 3 1/4" diskettes, with a 40Mb hard disk. Software includes MicroMARC, dBASE III and dBASE IV, WordPerfect



5.0 and 5.1, ProCite (a bibliographic database), and some smaller older programs. ProCite is used for archival collections and general purposes, mainly to access things like newsletters that are on a very low priority with the Cataloging Dept. It provides 20 predefined workforms for bibliographic citation. The printing capabilities are great, allowing the user to print in any punctuation file desired, and it produces indexes. It is used to describe photographs but also to keep a record of their use. It has also been employed to keep track of rare book titles needing conservation. The department is planning to acquire other software to be used with ProCite, to download into this database from others, and to move information into dBASE or other software.

As for other software, MicroMARC records are compatible with WordPerfect, and dBASE is used for a shelf list and alphabetical locator. The latter is also employed for a variety of indexes, some of which (e.g., the alumni magazine) are used as printouts instead of being on line. One of the best uses for this has been a finding aid for Hamilton County wills (1791-1901); there is an OGS form filled out for each will. Hamilton County naturalizations and declarations of intention for them have been indexed on dBASE, and Hamilton County births and deaths are going to be indexed in the future. Also in dBASE is a records management database for the university.

**WRIGHT STATE UNIVERSITY.** Wright State, like the University of Cincinnati, is one of the seven state repositories for local government records; its collections also include aviation history, especially before World War II, the Wright brothers, genealogy and local history, and children's books.

John Brannick described two levels of computer use: a mainframe connection to COLS and IBM PCs for use within the archives. COLS is a consortium with seven members including the Dayton-Montgomery County Public Library, the Greene County Public Library, and several hospital libraries. It will be compatible with OLIS (now OHIO LINK, run by a consortium of state universities), which will be installed in 1990-91. The archives is entering data on manuscripts and local records into COLS using the MARC format.

The PC software includes PeachText, Microsoft Word, Database Manager II, and FoxBase Plus. The last is similar to dBASE III. At Wright State it is used for keeping track of local government records. In this application, there are eight fields of

from ten to 40 characters apiece, along with a "memo" field which can hold up to 500 characters. Included are the range and shelf where the material in question is found. A shelf list includes the following fields: office, record title, date span, format, range, and shelf.

**CASE WESTERN RESERVE UNIVERSITY ARCHIVES.** Jill Tatem described the holdings of this archives (mostly institutional archives, with about 10 percent being personal papers). Most requests are by phone or letter, with only 18 percent being researchers in person. The goal is to enable the staff to do more in the future without taking on more people. The archives is used by several kinds of patrons: university employees (the records creators and resource allocators), students, and outside researchers. The users of finding aids can also be classified: end-users, who need enough information to begin with so they can ask intelligent questions (e.g., the secretary, calling for her boss, who is asking for something she knows nothing about but was told to retrieve); visitors who need to identify relevant sources for their work; and archives staff, who need to improve their effectiveness and efficiency by using the finding aids.

The goals of the descriptive system are: to help the users define what they need; to locate the information; and to make the system consistent and predictable. Some assumptions are: that in order to find information, the users should not have to start over and relearn a new system; that different users have different perceptions of the collection, as well as different recall/precision requirements (Some want one specific thing; some may want lots of information and not be very specific at all). Usually, users are "making a desperate attempt to define the unknown," and the archivist must make multiple views of the collection available. The user should be able to "hit the side of a barn" with his or her request and then be able to get into the collection on the path to the desired information. How complete or detailed the answers are is determined later.

At Case Western Reserve there are four levels of use for the computer: the "glorified typewriter" used for word processing; machine-readable finding aids which make use of computer manipulation of information (e.g., Gopher free text searches of word processed material); the computer as a distribution mechanism to the outside world (MARC format used at the series level to OCLC and GEAC); and the

integration of information **from** the collection with information **about** the collection.

This last type of use puts information from paper onto the computer and imbeds directions within it, so that the finding aid is in machine-readable form, there is a controlled vocabulary, and there is an agent, an action, and a date. This type of entry is used for things like Trustee minutes, where the density of valuable information justifies it.

Jill also described the Hypercard application at CWRU, which combines facsimiles of text into an on-line encyclopedia of CWRU development. The linkings between concepts in the Trustee index are dependent on vocabulary, but with Hypercard they are dependent on the image instead. The goal here is to reproduce information for different users in various ways.

Jill distributed a handout detailing software, the hardware used with it, and the end products obtained. Software included:

1) MARCON Plus (version 3.01), used for the Thesaurus of University Terms, a post-coordinate folder-level index to CWRU records, an authority file on records creators, and the text/index of Trustee records;

2) VolksWriter 3 (version 1.0), for hard copy of box lists, series descriptions, and administrative histories;

3) Gopher, for searching machine-readable forms of box lists, series descriptions, and administrative histories;

4) OCLC Terminal (version 5.0) and Cataloging Micro Enhancer 2.0, for contributing series-level descriptions in MARC format to OCLC;

5) PC-File+ and PC-File dB, for the accessions register and the University art collection.

**AMERICAN JEWISH ARCHIVES.** Kathy Spray described the International Collection Information System (ICIS), which is now at the pilot project stage. ICIS is the prototype for a network which is to link 100 worldwide institutions for more efficient research on the Holocaust. The central office will be the Holocaust Memorial Museum in Washington, D.C.

The hardware used is IBM-compatible, with 640K RAM and a tape drive for backup. The database will eventually be on line at all the centers. The software uses both PIC and MS DOS operating systems. Security plays an important role in this system, and it is at three levels: the system manager has free access; catalogers can enter data for updating, deleting, and



requesting reports; guests and researchers have access only to "public" files in a read-only mode.

Fields are of variable length, with +++ appearing where there is more information than appears on the screen. Authority lists are expandable and are used in Boolean searches; access can also be gained through an access code. Records are entered on several levels: the institutional level (information on each institution is available, e.g., hours of opening, etc.); collection level (for updates; records can only be changed on the upper level); subcollection; the file unit (e.g., a particular periodical); and the item level (not yet in use—this will be for a single document of particular significance).

In entering these records, the catalogers follow a manual and style guide written at ICIS Central to standardize entry. The material is proofread twice at the site and the final proofing is done at ICIS Central and then goes into the public file. The system is still in process, and the AJA is not in touch with other test sites, but only with ICIS Central.

After the presentations, Ms. Matters was asked to comment on the various applications. She commented about the Wright State archivists' having to learn a new system shortly after learning a previous one. The reason for data structure standards is to avoid having to rekey all the information again for a new system. The ability to move things in and out of dBASE makes it a standard, even though it too is imperfect, with limited fields and a limited number of records that can be moved.

The question and answer period brought up a number of topics:

**Unaware users:** Users can find sources for monographs, archival papers, and other varied forms of information in data bases. They sometimes end up in the archives expecting to be able to check items out. We need to tell users how to use our finding aids. If they can't use a regular card catalog, how will they use something that is on line? We need a sort of Hypercard system so they can get in with only the vaguest of information, but then maneuver within the system to find what they want.

Status of the OLIS system: Appropriations have not yet been made—more resources need to be forthcoming from the state level. [N.B.: OLIS = OHIO LINK]

**Networks/making records available to a wider public:** The ICIS record is similar to MARC—will they make it conform to something like RLIN so the

records will be more available? It is not yet clear, but the records mainly concern the Holocaust and are thus very specialized, and the project is very security conscious. Scott Ferguson of the Air Force Museum said a similar situation exists in his repository, which exists more to serve the Air Force than to integrate itself with other repositories.

Ms. Matters indicated a problem in networks: with data broadcast in a number of systems, where is the record you update? In library bibliography, if you make an update in OCLC, the Linked Systems Project makes the update current in RLIN, LC, etc. An example of various webs of information is the Minnesota Historical Society, which is a member of OCLC for books and photographs and of RLIN for manuscripts and to access the archives. A state system exists to access records created using OCLC, but there is still no way to create an update locally and send it to the networks, or vice versa.

## COUNCIL ACTIONS

### Society of Ohio Archivists Annual business meeting

April 5, 1990, OHS

Dennis Harrison convened the meeting, thanking the Ohio Historical Society for its assistance and the committee members for planning the meeting.

The Secretary/Treasurer's annual report was given.

**Election**—results were as follows:

**President:** Dennis Harrison

**Vice President:** Barbara Floyd

**Council seats up for reelection:**

Regina Entorf and Mike McCormick

(Council, including members serving unexpired terms, consists of elected members Regina Entorf, Anne Gilliland, Doris Hambacher, and Mike McCormick; and Dennis Harrison, Barbara Floyd, Ken Grossi, and Fred Lautzenheiser, ex officio.)

April 6, 1990, OHS

The Lake Erie Archivists Conference (SOA's fall meeting) was discussed. No other topics were on the agenda.

June 8, 1990, OHS

**Financial report**—Ken Grossi reported balance of \$2216.83 in checking account. Expenditures for 1/20/90 through 6/8/90 were \$1506.84, which included the Ohio

Archivist spring issue, the spring meeting and workshop, and postage and supplies.

The Treasurer is to contact Huntington Bank for information on CDs or savings accounts, as the Society at present does not earn interest on its checking account.

**Membership**—143 individuals, 34 institutions; Council members are to send Dennis Harrison names of people who may be contacted for the membership drive. MAC and SAA directories will be checked for archivists living in the state who do not yet belong. The membership forms for 1990 will include a line for FAX or electronic mail numbers and a place to list special skills to be included in the directory.

SAA is creating a data base to conduct surveys and studies of archival institutions and requested SOA's membership list.

**Local Arrangements Committee (Spring 1990) report**—Doris Hambacher gave a report on the spring meeting. The registration, conference room, and reception arrangements were good, and the tours were a great success. The workshop went well, though a larger room would be better. The food and supplies for the reception and mixer were good, but better arrangements need to be made for protecting perishables to eliminate waste. A larger coffee maker would obviate the need for repeatedly making small pots of coffee.

Council then discussed whether a mixer is redundant, since we have a reception and restaurant tour at each meeting as well. It was decided to retain the mixer, since it has professional as well as social functions, but to make it more informal.

A local arrangements report after each meeting will be a permanent duty for the vice president, and these reports will be kept permanently in a notebook.

**Ohio Archivist**—A summary report on Dorothy Smith's and Anne Gilliland's survey of computer use in Ohio repositories will be published in the fall issue. The News Notes function will be centralized in Cleveland by the editor.

**Nominating Committee**—Regina Entorf will chair the committee, and Dec. 31, 1990 is the deadline for slating candidates for the 1991 spring meeting.

**Budget**—Dennis Harrison prepared the budget; the projected revenues over expenditures will be \$425.

**Fall meeting**—The organizing committee is concerned about the low rate of registration so far, and has therefore postponed the registration deadline to July 13, 1990; a cancellation policy will also take effect. Barb Floyd will send out a reminder to members, and a pocket program will be mailed to early registrants by August. Speakers were discussed; the Detroit River cruise has been retained in the plans.

**Spring meeting**—Mike McCormick will chair the Program Committee.



# NEWS NOTES

Donn Neal is leaving his post as Executive Director of SAA to become Director of Congressional and External Affairs at the National Archives after the annual meeting. We are sorry to see him go.

SAA is looking for a replacement to assume duties by June 1, 1991. Qualifications are: appreciation of cultural institutions, administrative experience, and financial planning skills; an advanced degree and knowledge of archival work are preferred. Send a letter of application, a C.V., and three reference letters to: John Fleckner, Screening Center, Archives Center C340, National Museum of American History, Smithsonian, Washington, D.C. 20560. A fuller job description will then be sent (minimum salary: \$50K).

**Oberlin College** has received a grant for over \$44,000 from NHPRC to improve access to approximately 120 collections of national significance in the Oberlin College Archives.

April Dougal has recently joined the staff of the Ward M. Canaday Center at the **University of Toledo** as manuscripts processor/visiting instructor of library administration. She is a recent graduate of Bowling Green State University. She replaces Nola Skousen, who has been appointed archivist at the Museum of Our National Heritage in Lexington, Massachusetts.

Stanley Garfinkel, Professor of History at the Geauga branch of **Kent State University**, who spoke to us about his oral history projects in France a few years ago, is a leading researcher in the history of *haute couture*. One of his discoveries was an exhibit, called "Théâtre de la Mode" (Theater of Fashion), created by French fashion designers as their contribution to the French war relief fund in 1945. This exhibit consists of three-foot-tall mannequins dressed in original handmade designs, scaled down to be accurate in the minutest detail. The mannequins, made by such luminaries as Lanvin, Balenciaga, Balmain, Patou, and Hermès, were housed in sets designed by outstanding French artists such as Christian Bérard and Jean Cocteau, which have been reconstructed.

This exhibit was presumed destroyed until Dr. Garfinkel rediscovered it. He went to Paris in June to oversee the installation of the exhibit at the Louvre; it will also come to the Metropolitan Museum of Art in New York in December. A documentary by Dr. Garfinkel and Tom Ball of Telos Video Communications of Cleveland was partially funded by the Ohio Arts Council and is being shown along with the exhibit. It in-

cludes interviews with people like Hubert de Givenchy, Christian Lacroix, Hélène Rochas, and Jean Marais, and will be broadcast on American television. Dr. Garfinkel also helped edit the hardcover catalogue, which is available from the Louvre.

The **Cincinnati Art Museum** offered an internship in its Archives this summer. The position was awarded to Stacy B. Gould, a student in the Wright State University graduate degree program in public history.

Leslie Ann Cade, who processed the Frances Payne Bolton Papers at the **Western Reserve Historical Society**, is now reference assistant in the Manuscripts Dept. at the Kansas State Historical Society Center for Historical Research. She is a graduate of the Case Western Reserve University archival administration program.

George Bain of **Ohio University** has been appointed to the Leland Award Subcommittee of the Society of American Archivists' Awards Committee. The Waldo Gifford Leland Prize, established in 1959, is given for good writing in archival history, theory, or practice. Monographs, finding aids, and documentary publications (but not periodicals) published in North America are eligible.

An interesting collection relating to Ohio has just gone to the Special Collections and Records Management Dept. of Rollins College's Olin Library in Florida. This is the **Matthew Phipps Shiel Collection**, donated by Mr. and Mrs. A. Reynolds Morse of Chagrin Falls, Ohio. Shiel was an Edwardian author, born in Montserrat in the West Indies. In 1885, his father had him crowned King of Redonda, a tiny and then unclaimed island twelve miles north of Montserrat. Shiel lived most of his life in England, writing short stories, mysteries, and science fiction novels. He died in obscurity in 1947, but was the subject of Mr. Morse's research. (*Society of Florida Archivists Newsletter*)

**The Catalog of Landscape Records in the U.S.** is looking for source materials which document the American landscape. These may include records of landscape architects and designers, government documents and reports, travelers' accounts, maps, guidebooks and architectural drawings. Contact CLRUS at Wave Hill, 675 West 252d St., Bronx, N.Y. 10471.

The **National Endowment for the Humanities** has established a new National Heritage Preservation Program within its Office of Preservation. The goal of its grants is to help stabilize material culture collections important to the humanities through support for the housing and storage of objects, improved climate control, and the installation of security, lighting, and fire prevention systems. Funds will also be available to

establish national training programs for conservators of material culture collections.

Although the deadline for the first round was April 18, institutions may want to get information on the next round. Amounts of up to \$700,000 are available, although these are only for matching funds. Contact: The Office of Preservation, Room 802, National Endowment for the Humanities, Washington, D.C. 20506 (tel. 202/786-0570).

The Institute for Great Lakes Research of Bowling Green State University has received a grant for over \$50,000 from the National Endowment for the Humanities to help make available manuscript and archival collections on Great Lakes maritime history. This will make possible additional staff for one year to process the collections under Project Director Paul Yon.

An NHPRC-sponsored "Working Meeting on Research Issues in Electronic Records" will be held January 24-25, 1991 in Washington, D.C. It will deal with research problems relating to information in electronic form, define projects to answer these questions, and set priorities for funding. Project Director Lila Goff of the Minnesota Historical Society is soliciting suggestions. Participation is limited, so those wishing to attend should make application by letter, proposing research topics for the agenda and stating what they can contribute to the meeting, with reasons for attending. Deadline for applications: Oct. 15, 1990. Contact Lisa Weber, NHPRC, National Archives—NPR, Washington, D.C. 20408 (tel: 202/501-5610).

## CALENDAR

**SAA**, August 30-September 3, (NB: Thurs.-Mon.), Seattle, Washington

**Association for Preservation Technology International**, September 3-9, Montreal, Quebec

**AASLH** 50th anniversary annual conference, September 5-8, Washington, D.C.

**SOA/Michigan Archival Association/Southwest Ontario Archivists Association**, September 13-15, Windsor, Ontario

**MAC**, October 18-20, Des Moines, Iowa

**ARMA** (Asso. of Records Managers & Administrators), November 5-8, San Francisco

**Oral History Association**, November 8-11, Cambridge, Massachusetts

**American Historical Association**, December 27-30, New York, NY

**National Council on Public History**, May 1-5, 1991, Toledo, Ohio



The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kenneth Grossi, Secretary-Treasurer SOA, Ohio State University Archives, 169 Converse Hall, 2121 Tuttle Park Place, Columbus, OH 43210.

*THE OHIO ARCHIVIST* is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

Frederick Lautzenheiser  
Managing Editor, *The Ohio Archivist*  
Cleveland Clinic Foundation Archives, E-20  
9500 Euclid Avenue  
Cleveland, Ohio 44195

ISSN 1047-5400

CHANGE OF ADDRESS: Please be sure to notify Ken Grossi, secretary-treasurer (see address above).

---

## OFFICERS AND COUNCIL

Dennis Harrison ..... President  
Case Western Reserve University

Barbara Floyd ..... Council  
University of Toledo

Kenneth Grossi ..... Secretary-Treasurer  
Ohio State University

Regina Entorf ..... Council  
Wittenberg University

Anne Gilliland ..... Council  
University of Cincinnati

Doris Hambacher ..... Council  
Ohio Historical Society

Michael McCormick ..... Council  
Western Reserve Historical Society

---

Cleveland Clinic Foundation Archives, E-20  
9500 Euclid Avenue  
Cleveland, Ohio 44195